



September 15, 2016

TO: PROSPECTIVE CONSULTANTS

SUBJECT: **REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES:**
Storm Drain Rate and Fee Study

Dear Consultant:

The City of Santa Clara wishes to engage a firm to prepare a Storm Drain Rate and Fee Study. The general scope of work to be performed by the Consultant is described in the attached Request for Proposals (RFP). The RFP can be obtained from the City's website at <http://santaclaraca.gov/government/about-santa-clara/bids-rfps-rfq>

Should you desire to respond to this request, submit **electronic pdf files** of the qualification and fee schedule to the person and address indicated below. Consultant shall name the electronic files in the following format:

Qualification: "Consultant Name – Storm Drain Rate and Fee Study Qualification"
Fee Schedule: "Consultant Name – Storm Drain Rate and Fee Study Fee Schedule"

Proposals may be submitted in person, mail, or e-mail at hnguyen1@santaclaraca.gov, but all proposals must be received by **10:00 AM on Friday, October 14, 2016**. Proposals shall be submitted to:

Attention: Huy Nguyen
Engineering Division
Public Works Department
City of Santa Clara
1500 Warburton Avenue
Santa Clara, CA 95050

Should you have any questions concerning this RFP, please contact Huy Nguyen at (408) 615-3073, or hnguyen1@santaclaraca.gov.

Sincerely,

Director of Public Works/City Engineer

A handwritten signature in blue ink that reads "Falguni Amin".

By: Falguni Amin
Principal Engineer – Design Division